

**DEPUTY FIRE CHIEF**  
(Promotional Class)

**GENERAL STATEMENT OF DUTIES**

Assist the Fire Chief in the planning, directing, and supervision of the fire department operations as required.

**DISTINGUISHING FEATURES OF THE CLASS**

Work of this class, involves a high degree of skill and responsibility as well as exposure to personal hazards in assisting the Fire Chief in directing and supervising the activities of the fire department;

An employee of this class is directly responsible to the Fire Chief for the efficient operation of the fire department;

In the absence of the fire chief assumes the fire chief's duties. This class ranks immediately below that of Fire Chief.

**EXAMPLES OF WORK**

(Illustrative only)

Assist the fire chief in planning, supervising, and directing the activities of the department.

Respond to all fire alarms as required by the fire chief;

Assume command upon arrival at fires and direct fire fighting and life saving activities until the chief arrives and assumes command;

Make reports as required by the fire chief;

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of the principles of fire administration to include personnel management, budgetary, administration and supervising practices and principles, and public relations;

Ability to direct and supervise the receipt and filing of reports and records for all types used by the fire department and the maintenance of personnel records as required;

Thorough knowledge of fire fighting principles, practices, and equipment; also good knowledge of fire prevention laws and ordinances;



Good knowledge of the geography of the city, including the location of fire lanes, fire hydrants, water mains, other available sources of water supply, major fire hazards, and the names, location, and block numbers of streets located in the city;

Good knowledge of training practices and techniques;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to lead men and give effective orders;

Ability and willingness to keep informed on modern fire department methods;

Ability and willingness to understand and effectively carry out orders;

Ability and willingness to get along with others.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TESTS AND FOR BEGINNING WORK IN CLASS**

Must be a regular and permanent employee in good standing in a class of the next lower level.

Must be at least thirty (30) years of age;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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	01-18-67
	03-04-71
	06-14-74
	01-05-95
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